
MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL HELD ON WEDNESDAY 7TH OCTOBER 2020 VIA ZOOM AT 7PM

1. Welcome from Chair of Council

The Vice Chair welcomed everyone to the meeting and explained that the Chair was having technical difficulties and would join the meeting shortly.

2. Attendance of those present to be recorded

Councillors Debbie Harwood (Chair), Chantal Ash, Craig Carter, Chris Evans, Gareth Evans, Louise Gerrard, Andrew Georgiou, Scott McNeil, Charlotte Parry, Sara Stevens, Summer Stevens, Wayne Stevens and Luke Wolton (from agenda item 8)

Two members of the public were also in attendance.

3. To receive and record any apologies for absence

Apologies were received from: Cllrs Pete Kotwica, Jason Mills and Tracey Poulton

4. To receive any members declarations of interests and to consider any requests for dispensations relating to matters on the agenda

Cllr Parry declared an interest in agenda item 14 as the grant applicant.

Cllrs Parry and Harwood declared an interest in agenda item 13 as employees of B-Epic for which a dispensation has been granted.

5. To receive any public representations at the discretion of the Chair of Council

No public representations were received or made

6. To confirm and sign the Minutes of the Meeting of Full Council held on 1st September 2020.

The minutes of the full council meeting held on 1st September 2020 were proposed by Cllr Sara Stevens, seconded by Cllr Ash and unanimously APPROVED and signed by the Chair as a correct record.

7. To note the resignation of Nadia John as Councillor in the West Brockworth ward and that the vacancy has been duly advertised.

The Clerk reported that the vacancy created by the resignation of Nadia John had been duly advertised and an election had not been called so the Council were now free to Co-opt to fill this vacancy. Cllr Gerrard asked that a letter of thanks be sent to both former Cllrs John and Hatton for their contribution as councillors.

Cllr Harwood joined the meeting at this point and assumed the Chair

8. To consider any applications for co-option to the vacant role of Councillor (Brockworth West) following the resignation of Ruth Hatton and the conclusion of the notice period to call an election.

One application for co-option had been received and the candidate was asked to introduce himself and say a few words about why he wanted to become a Councillor. It was proposed by Cllr Gerrard, seconded by Cllr Stevens to co-opt Luke Wolton as a

Councillor to serve Brockworth West and this was unanimously AGREED. Councillor Wolton signed the acceptance of office witnessed by the Clerk and joined the meeting as a duly elected Councillor.

9. To consider business relating to council finances

- (a) To resolve that the schedule of payments be authorised and signed by the Chair. The schedule of payments were presented to council for approval. It was proposed by Cllr Gerrard, seconded by Cllr G Evans and unanimously APPROVED and signed by the Chair.
- (b) To resolve that the Bank Reconciliation be authorised and signed by the Chair. Cllr Gerrard explained to Councillors that it was proposed that the reserves would be re-organised and reviewed as part of budget setting for the next financial year and considered at next full council. The monthly Bank Reconciliation was proposed by Cllr Gerrard, seconded by Cllr Stevens and unanimously APPROVED and signed by the Chair.
- (c) To note the payments made since the last Council meeting
The regular payments made since the last Council meeting was NOTED
- (d) To receive an update from the Clerk on the external audit
The Clerk reported that the external audit has been submitted and we are still awaiting the conclusion of the audit.

10. To consider business relating to committees

- (a) To receive the draft minutes of the Buildings and Grounds Committee held on 9th September 2020 and consider any matters arising
The draft minutes of the Building and Grounds Committee held on 9th September 2020 were received by Council and NOTED. Councillor McNeill asked whether the smoking bins had been installed and why this issue had not come to full council to be considered further. The Clerk responded that the bins had been installed as agreed by the Committee as no request to refer this to full council had been received. Cllr McNeill requested that his objections about the provision of smoking facilities at the Community Centre be recorded.
- (b) To receive the draft minutes of the Human Resources Committee held on 9th September 2020 and consider any matters arising
The draft minutes of the Human Resources Committee were received by Council and NOTED. Cllr Gerrard expressed her thanks to the Clerk for the way that the staff restructuring had been handled under difficult circumstances.
- (c) To receive the draft minutes of the Community Committee held on 23rd September 2020 and consider any matters arising
The draft minutes of the Community Committee were received by Council and NOTED.
- (d) To receive the draft minutes of the Planning, Highways and Environment Committee held on 30th September 2020 and consider any matters arising
The draft minutes of the Planning, Highways and Environment Committee were received by Council and NOTED. The Clerk reported on correspondence with Tewkesbury Borough Council that the application for 49 homes was likely to be determined by the Planning Committee in either November or December.
- (e) To receive the draft minutes of the Finance Committee held on the 30th September 2020 and consider any matters arising.
The draft minutes of the Finance Committee were received by Council and NOTED.

11. To consider an amendment to Standing Orders following the decision made at full council held on 1st September 2020 concerning committee decision making

It was proposed by Cllr Carter, seconded by Cllr Stevens that Standing Orders be amended to include in Section 4d XI "Council shall receive the draft minutes of all standing committees and may ask a committee to differ a decision to allow a further discussion at full council". This was APPROVED with a majority vote.

12. To consider quotations for a replacement council website

It was AGREED to defer the decision on a replacement website to the next full Council meeting to allow Councillors to study the proposals in more detail to ensure that the website meets Council's needs going forward.

13. To receive the quarterly report on the provision of Youth Services

Due to Cllr Harwoods declared interest Cllr Gerrard chaired this agenda item. The quarterly management report from B-Epic for the delivery of youth services was received by full Council. Councillors raised concerns about the level of information it contained to enable them to ensure that the project was delivering value for money, especially as centre based sessions had not been able to be run due to COVID restrictions. The Clerk was asked to invite B-Epic to the next full council to discuss the provision of youth services and to request further information about the number of sessions run and young people that have been engaged with during detached youth work sessions.

14. To consider an urgent grant application for Remembrance Sunday

Cllr Parry outlined the changes to Remembrance day this year due to COVID restrictions and requested that the application be amended to enable art packs to be provided for half term activities and to commemorate remembrance. Cllr Parry then left the meeting prior to the vote. It was proposed by Cllr Georgiou, seconded by Cllr Stevens to award a grant of upto £270 and that the supplies would be purchased through the Parish Council which was unanimously APPROVED.

15. To consider extending the lease with Tewkesbury Borough Council for the Nature Reserve for a further 10 years

Cllr Parry re-joined the meeting at this point.

The Clerk reported that the current lease for the Nature Reserve was due to expire and that correspondence had been received from Tewkesbury Borough Council about a new lease on the same terms for a period of 5 or 10 years. After a short discussion, it was proposed by Cllr Gerrard, seconded by Cllr Carter that Council renews the lease for the longest possible term and also enquire whether it would be possible to purchase the site. This was unanimously AGREED and the future management and maintenance of the site would be considered by Buildings and Grounds Committee.

16. To consider submitting a grant application for the development of the Brockzone

The Clerk circulated information about the proposed Brockzone which would make use of the under-utilised Youth Centre space to provide a range of community support activities. It was proposed by Cllr Ash, seconded by Cllr Evans to delegate the submission of a funding application to the Clerk and Chair of Council and this was unanimously AGREED.

17. To receive a verbal report from the Clerk on any urgent correspondence

The Clerk reported that the second part of the precept had been received.

Councillors were reminded to submit a passport style photograph to the office for Cllr ID badges and use on the new website.

Council have received a request for any jobs suitable for young people to undertake as part of a 2 week volunteer youth work project and were asked to submit suggestions to the Clerk.

18. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted

It was proposed by Cllr Harwood, seconded by Cllr Gerrard and unanimously RESOLVED to conduct the rest of the meeting in confidential session. The members of the public were thanked for their attendance and left the meeting at this point.

19. To receive an update from the Clerk about the Community Centre

The Clerk provided Council with an update on the staff restructuring as a result of the decision to not re-open the Community Centre Café.

20. To receive an update from the Clerk about the annual staff appraisal process

The Clerk reported that staff appraisals were due to take place shortly and that Cllr feedback on staff performance would be welcomed. The Clerk would circulate a pro-forma to enable feedback to be given anonymously to the Chair of Human Resources so that this can be incorporated into the appraisal process.

21. Date of next meeting to be confirmed as Wednesday 4th November 2020 at 7pm

The date of the next full council meeting to be held on Wednesday 4th November 2020 was NOTED.

22. Meeting to be closed

The Chair thanked everyone for their attendance and closed the meeting at 8.20pm.